

January 14, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**LOS ANGELES COUNTY FIRE DEPARTMENT CANDIDATE
PHYSICAL ABILITY TEST AT THE FAIRPLEX IN POMONA, CALIFORNIA
(FIRST) (3 VOTES)**

JOINT RECOMMENDATION WITH THE COUNTY FIRE CHIEF THAT YOUR BOARD:

1. Approve a facility use license contract for the Los Angeles County Fire Department for the use of Building 8 at the Pomona Fairplex in order to conduct Candidate Physical Ability Tests (CPAT).
2. Instruct the Chief Administrative Officer (CAO) to execute a contract for January 17, 18, and 19, 2003 and authorize payment in the amount of \$5,300 for use of the facility.
3. Authorize the CAO to execute any other documents necessary to effect payment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to enable the Los Angeles County Fire Department to conduct an examination using national standards in order to recruit new employees to serve the Los Angeles County public as fire fighters.

The CPAT was developed to allow the Fire Department to obtain a pool of trainable candidates that are physically able to perform essential job tasks at fire scenes. The examination consists of eight components that test the candidates' ability to perform the job of fire fighter.

Environmental factors can have a significant effect on the candidates' test performance. The test should be conducted in environmental conditions that optimize the candidates' safety and provide for consistency among candidates. Candidates must not be tested in an environment where the temperature is below 45 degrees F or greater than 95 degrees F, or if the sustained wind is greater than 20 mph, or when there is a measurable amount of rain.

The venue selected to conduct the test is critical. The site must have a floor surface that will not give any candidate an unfair advantage or disadvantage and should be similar to that used during test validation. Therefore, the test must be conducted on a surface with friction values similar to that of an unpolished concrete floor. The floor area must be large enough so structure, walls or obstacles will not restrict a candidate's ability to perform the event.

All three previous CPAT test administrations have been conducted at the Pomona Fairplex. The need for consistent test administration is essential to implementing a test that is fair to all candidates. Strict policies and procedures ensure that test administration is consistent from one candidate to another to avoid any bias.

The Pomona Fairplex provides the ideal atmosphere to conduct this type of physical ability examination. The facility provides size, controlled temperature, and the parking capacity for an estimated 350 candidates to be tested along with an additional 50 personnel to conduct and monitor the examination.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

In compliance with the Countywide Strategic Plan (Goal 2, Strategies 1 and 2) providing for the recruitment, development, and retention of dedicated and productive employees, objective and standardized test procedures in recruitment assist the Department in creating a positive work environment. Clearly understood standards and performance requirements can enhance productivity and facilitate the retention of employees.

FISCAL IMPACT/FINANCING

The Los Angeles County Fire Department has budgeted funds for this examination which they conduct annually. Funding for the use of the Fairplex facility in Pomona will be made available entirely by the Fire Department. The funds are available in Account No. DSH380.

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FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Three previous CPAT test administrations have been conducted at the Pomona Fairplex. Since the rate for use of the facility now exceeds the amount of the CAO's authorization, Board approval is required.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Current County Fire Department services to the public should be enhanced as excellence in the selection process is achieved.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors return duplicate stamped copies of the adopted Board letter and a certified copy of the Minute Order to the Chief Administrative Office, Real Estate Division, 222 South Hill Street, 3rd floor, Los Angeles, California 90012.

Respectfully submitted,

DAVID E. JANSSEN
Chief Administrative Officer

P. MICHAEL FREEMAN
Fire Chief

DEJ:SNY
CWW:MLT:pe

Attachments (2)

c: County Counsel
Auditor-Controller
Fire Department

Fairplex-Fire.b